

Food Service Management Company (FSMC)/Vended Meal Contract Timelines

New FSMC/Vended Meal Contracts Timeline:

October to February:

1. Sponsor must prepare Request for Proposal (RFP) using the Michigan Department of Education (MDE) prototype.
2. Sponsor must submit RFP bid document for MDE approval 3 to 4 weeks prior to pre-bid meeting or prior to issuance date of MDE-approved bid documents.
3. MDE must review and approve RFP documents before it is issued.
4. Sponsor must advertise RFP including the legal notice in a newspaper 7 to 10 days prior to pre-bid meeting or prior to issuance date of the MDE approved bid documents.
5. Sponsor must notify all potential bidders by U.S. Mail or e-mail of scheduled pre-bid meeting or issuance date of the MDE-approved bid documents.
6. Sponsor must provide bidders 3 to 4 weeks to submit their proposals after the pre-bid meeting or issuance of MDE-approved bid documents.

March to June:

1. Sponsor must submit RFP bid proposal of recommended bidder and final contract to MDE. School district should allow 3 to 4 weeks for MDE review and approval.
2. Sponsor must use MDE approved prototype contract. Any addendums to the contract must be developed by school district from proposal submitted by the recommended bidder. No other contracts may be signed by school district.
3. MDE must approve final contract before it is taken to school district's Board of Education for approval and is signed by school district and successful bidder.

The school district awards the contract effective July 1, and the contract is awarded for one-year. This contract may also be renewed for up to 4 one-year renewals.

Renewing FSMC/Vended Meal Contracts Timeline:

January to March:

1. Sponsor must submit unsigned contract renewal agreement and any addendums to this agreement to MDE for approval. No additional fees or costs may be included except as accounted for in the original bid.
2. The Lobbying, Suspension, and Debarment Certificates will be on file with MDE and the school district may download a copy of these from the MDE website.

April to June:

1. Sponsor must submit for approval to MDE the contract renewal before it is taken to the school district's Board of Education for approval and is signed by the school district and the successful bidder.

The school district awards the contract effective July 1 and the contract is awarded for one year.

NEED ASSISTANCE:

Food Service Management Company (FSMC) RFPs: Dawn Lake 517-373-9785 or laked@michigan.gov

Vended Meal Contracts: Kathy Rhodes 517-373-4265 or Rhodes@michigan.gov